

Policy No: A-2

Subject: Board Meetings/Reports of Action

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Effective Date: June 27, 2015

Revision Date(s):

Review Date(s):

Review Responsibility: Bylaws Committee

Policy Statement:

Every member will have access to business conducted during board meetings.

Focus:

Primary: AASL Board of Directors, AASL Headquarters

Secondary: AASL Members

Purpose:

To provide a system for reporting action taken at board meetings

Procedure:

1. Board meetings will be documented and minutes distributed appropriately.
 - 1.1 AASL Headquarters will send minutes to the board members prior to the next board meeting at which they will be approved. The AASL Executive Director will review the minutes for corrections.
 - 1.2 All members will be able to view approved minutes on the AASL website.
2. Any AASL member may attend board meetings.
 - 2.1 Any AASL member wishing to address the board should make a request to the AASL President prior to the meeting date.
 - 2.2 Members will be excused during any executive session of the board.
3. Those individuals who would like to address the AASL Board with non-action items should submit requests to the AASL Executive Director, who will confer with the AASL President in drafting the board meeting agenda.